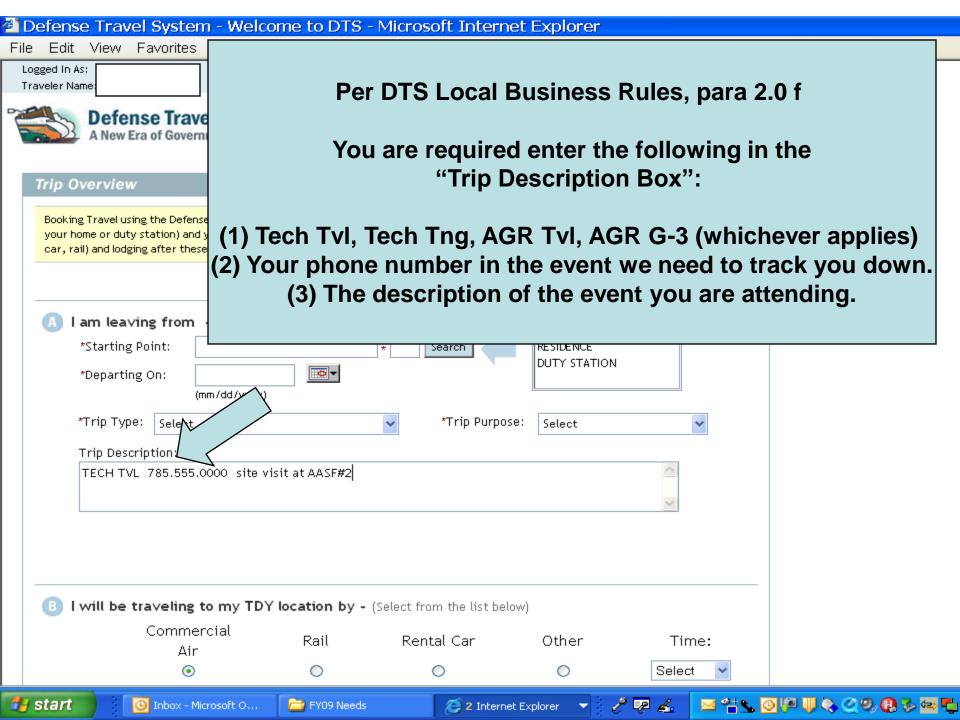
## Didja Know?

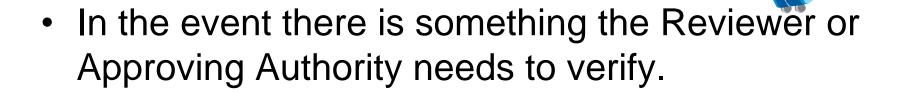
 Did you know that filling out the "Trip Purpose" box is a very BIG deal?

Yessiree it is!

 Take a look at the following to see what we mean.



# But Why??



 Or to quickly acknowledge the proper person to approve your travel.

 Help us help you to get your request approved and down the DTS super highway.

# **But Really WHYYY?**

 With every Authorization there is a fiduciary responsibility to fund the travel out of the correct account.

 When we are given the information in the Trip Description, the Approving Official can quickly identify which program manager is responsible for the funding.

# **But Really WHYYY?**

 So you see, we don't just make this stuff up.

There really is a method to our madness.





## Ta-Da!

Now your Reviewer or Approving Official take care of this Authorization.